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Tab 3

FBIS-0268-88
12 December 1988

MEMORANDUM FOR: Chief, Amman Bureau

FROM: [redacted] 25X1
Chief, Executive and Planning Staff

SUBJECT: Representational Funds

REFERENCE: MHQ-1193, dtd 22 Dec 1981, Same Subject

1. Your bureau is authorized $200.00 in representational funds for FY 89 under the guidelines of MHA-1193, paragraph 2. [redacted] 25X1

2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts. [redacted] 25X1

3. Do not exceed your representational allotment prior to advising E&PS. This is a fixed amount per fiscal year and we can only increase a bureau's allotment by adjustments in Headquarters. [redacted] 25X1

4. While expenditures of $50 or less from the DCI fund (which is separate from FBIS representational funds) do not require prior approval, I recommend that you alert E&PS in advance of such expenditures, if time permits. [redacted] 25X1

25X1

[redacted]

25X1

[redacted]

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